



# City of San Antonio

Finance Department  
Revenue Division  
Riverview Towers  
111 Soledad, 4<sup>th</sup> Floor  
San Antonio, Texas 78205

## **Peddling and Canvassing**

This pamphlet is published by the Finance Department, Revenue Division, as a general guide to assist in understanding and conforming to the licensing requirements and procedures to peddle or canvas in the City of San Antonio, and is not intended to take the place of the code or established policies or procedures. For a more complete understanding, you should contact the Code Compliance Department or read ARTICLE IX, PEDDLERS, HAWKERS, CANVASSERS; SOLICITORS OF the City Code.

### **THIS IS NOT A FOOD OR BEVERAGE PERMIT.**

There may be other restrictions or requirements in addition to those contained herein, or other licenses required by other departments or agencies. In the case of errors or conflicts contained in this guide, the departments responsible for enforcement shall be responsible for final determination.

### **DIRECTORY/CONTACTS**

<b>CODE COMPLIANCE</b>	<b>1901 S. Alamo St. (210)-207-7881</b> <a href="http://www.sanantonio.gov/hns">http://www.sanantonio.gov/hns</a>
<b>HEALTH DEPARTMENT</b>	<b>1901 S. Alamo St (210) 207-0014</b> <a href="http://www.sanantonio.gov/health">http://www.sanantonio.gov/health</a>
<b>DOWNTOWN OPERATIONS</b>	<b>400 N. St. Mary's, Suite 100 (210) 207-2725</b> <a href="http://www.sanantonio.gov/dtops">http://www.sanantonio.gov/dtops</a>
<b>POLICE DEPARTMENT</b>	<b>315 S. Santa Rosa – (210) 207-7605</b> <a href="http://www.sanantonio.gov/sapd">http://www.sanantonio.gov/sapd</a>
<b>REVENUE DIVISION</b>	<b>111 Soledad, 4<sup>th</sup> floor (210) 207-8677</b>

### **APPLICATION**

Applicants for license shall file a written sworn application with the San Antonio Police Department at least five (5) days prior to the date of the initial contemplated sale. The applicant shall state the description and license plate number of any vehicles intended to be operated in connection with this license.

The application must be completely filled in by applicant at the San Antonio Police Department, 315 S. Santa Rosa, at which time a background check will be performed on the applicant. A \$25 fee will be charged for the background check.

Only applicants that have been cleared by the San Antonio Police Department will hand carry application to the City of San Antonio Finance Department, 111 Soledad, 4<sup>th</sup> floor to complete the permit process.

### **TRANSFER OF LICENSE**

Licenses are not transferable and the authority of a license shall be conferred only on the licensee named thereon.

### **AFFIDAVIT – PRIVATE PROPERTY**

Licensee shall obtain a signed and notarized affidavit from the owner of private real property prior to peddling on private property under this code. The information on the affidavit shall be printed and shall be complete with all information requested and signed by the owner of the real property or other authorized person and shall be duly notarized. Licensees peddling on private property without required affidavit or with affidavit missing required information shall be subject to the penalty of a misdemeanor and shall, upon conviction, be punished by a fine not exceeding five hundred dollars (\$500.00).

### **FREQUENCY**

Except as otherwise allowed by the code, it shall be unlawful for any person other than the actual real property owner to use a license issued under Article 16 to peddle on any portion of privately owned real property more than three (3) times within any thirty (30) day period, regardless of authorization by the real property owner. For the purpose of this subsection, all usage within a 24 hour day shall be counted as one (1) use.

### **FLOWERS EXCEPTION**

Sale of flowers shall not be subject to “frequency of use restrictions on Castroville Road between S. Gen. McMullen and Inca Street” three days before and three days after on the following days:

- Valentine’s Day, Easter, Mothers Day, Fathers Day, All Souls Day and All Saints Day
- Vendor must have authorization (affidavit) from the real property owner for such use as required by code.

### **PROHIBITED AREAS – TIME OF DAY**

With this license, it is unlawful for any person to peddle, canvass or solicit any tangible property or service on the grounds of the City of San Antonio municipally owned property, including public streets, public right of way or public sidewalks. Peddler’s licenses are preempted by other permits in the Alamodome Area, Market Square and within the Downtown Business District. It shall be unlawful to peddle, canvass or solicit on sidewalks and at public places between the hours of 11:00pm and 8:00am or door-to-door at private residences between the hours of 8:00pm and 8:00am.

### **FEES**

FOOT PEDDLER - \$120.00  
TRUCK PEDDLER - \$180.00  
CANVASSER - \$60.00

License is valid for one (1) year from date of purchase.

### **INSTRUCTIONS:**

- 1. PRINT THE APPLICATION**
- 2. COMPLETE AND CHECK OVER THE APPLICATION CAREFULLY**
- 3. DATE AND SIGN THE APPLICATION**
- 4. TAKE THE APPLICATION TO THE SAN ANTONIO POLICE DEPARTMENT, 315 SOUTH SANTA ROSA, FOR A BACKGROUND CHECK**
- 5. IF APPROVED, BRING APPLICATION (SAME DAY), WITH PAYMENT AND IDENTIFICATION TO FINANCE DEPARTMENT, 111 SOLEDAD, RIVERVIEW TOWERS, 4<sup>TH</sup> FLOOR.**



# City of San Antonio

## Department of Finance

### Peddler's/Canvasser's License Application

**Not Applicable for Peddling  
Food and/or Beverages for Human Consumption**

#### Areas Prohibited to Peddlers & Canvassers

1. Public property (some exceptions);
2. Downtown Business District; and
3. Area surrounding the A&T Center.

Applicant Information			
Applicant Name:		Application Date:	
Applicant Address:			
City:	State:	Zip Code:	
Home Telephone Number:		Cell Telephone Number:	
Date of Birth:	Social Security Number:		
Vehicle Make:	Model:	Year:	
Vehicle License Plate Number:		State:	
Driver's License Number:		State:	
License Description (Check One)		Period	Fee
<input type="checkbox"/> <b>Foot Peddler</b> - Retail sales of tangible personal property from house to house sales may not be made from an established place; delivery is made at the time of the sale; may not utilize a truck, cart or other vehicle. (Does not include traffic medians, shoulders and improved shoulders). This is NOT a permit to sell food.	One Year From Date of Issuance	\$120.00	
<input type="checkbox"/> <b>Truck Peddler</b> - Sales of tangible personal property at an established place. (does not include streets, traffic medians, shoulders and improved shoulders); delivery is made at the time of sale; will utilize a truck, cart or other vehicle to arrive at destination and cannot sell at same location more than 3 times per month. Must have a notarized affidavit from owner to sell for each location. This is NOT a permit to sell food.	One Year From Date of Issuance	\$180.00	
<input type="checkbox"/> <b>Canvasser</b> - Retail sales of tangible personal property for future delivery from house to house or in any public place (does not include streets, traffic medians, shoulders and improved shoulders). This is NOT a permit to sell food.	One Year From Date of Issuance	\$60.00	
Applicant Oath			
<i>"I hereby affirm that I have not been convicted of the commission of a felony in a court of competent jurisdiction within one (1) year of the date of this application and have not been on probation or parole as a result of a felony within six (6) months of the date of this application."</i>			
_____ Applicant Signature		_____ Date	
For Use Only – San Antonio Police Department 315 S. Santa Rosa			
Applicant Approved <input type="checkbox"/>		Applicant Disapproved <input type="checkbox"/>	
Signature:		Date:	Badge Number:
For Use Only – Department of Finance Riverview Towers, 111 Soledad, 4th Floor			
New License <input type="checkbox"/>		Renewal <input type="checkbox"/>	
Applicant has not had a previous license revoked due to a violation of any of the provisions of the San Antonio City Code, Chapter 16, Article IX.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Issuance Date:		Document Number:	

# City of San Antonio

## Peddler's/Canvasser's License Affidavit

### For Use of Privately Owned Real Property

☐ My name is \_\_\_\_\_. I am the owner of the real property located at \_\_\_\_\_, San Antonio, TX. I authorize \_\_\_\_\_, whose address is \_\_\_\_\_, to use the property described above for the specific purpose of \_\_\_\_\_, on the following date's \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, during the hour's of \_\_\_\_\_ to \_\_\_\_\_. My telephone number where I can be contacted at all times during which my real property is authorized for use is \_\_\_\_\_. I am providing this affidavit pursuant to City of San Antonio City Code, Chapter 16, Article IX.

\_\_\_\_\_  
Property Owner

**Limitation on Usage of Real Property – Three (3) times within any thirty (30) day period.**

☐ My name is \_\_\_\_\_. I am the property owner's authorized representative of the real property located at \_\_\_\_\_, San Antonio, TX. I have been authorized by the owner \_\_\_\_\_, to sign this affidavit on his/her behalf. I authorize \_\_\_\_\_, whose address is \_\_\_\_\_, to use the property described above for the specific purpose of \_\_\_\_\_, on the following date's \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ during the hour's of \_\_\_\_\_ to \_\_\_\_\_. My telephone number where I can be contacted at all times during which the real property is authorized for use is \_\_\_\_\_. I am providing this affidavit pursuant to City of San Antonio City Code, Chapter 16, Article IX.

\_\_\_\_\_  
Property Owner's Representative

**Limitation on Usage of Real Property – Three (3) times within any thirty (30) day period.**

STATE OF TEXAS

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\*

COUNTY OF BEXAR

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THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. \_\_\_\_\_, BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS